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PHASING OF PROPOSED SYSTEM

- a. October 15, 1953: A pilot test of the "projected operation", using single-copy and Air Force documents (25% of the total intake, or 250 documents daily). During the initial testing of the operation, the requirement for one copy of Air Force documents in the Library and return of single-copy documents to the Library would be continued.
- b. By April 15, 1954: Microfilming of all incoming and CIA-produced documents.
- c. By October 1954: Full-scale processing of all incoming and CIA-produced documents under the projected operation. A copy of each document would be retained in the CIA Library until peak efficiency of operation was attained.
- d. Final phase: No document files would be maintained in the CIA Library except the small amount of material impractical to photograph. Files of developed film would be built up in order to provide analysts with "on the spot" photographic prints of documents. Documents in CIA Library files would be absorbed gradually into the microfilming process and destroyed, and reels would be provided to the Vital Materials Repository.

MAIL ROOM

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13 November 1953

MEMORANDUM FOR THE RECORD

SUBJECT: Microfilm Program of the Office of Collection and
Dissemination

1. A meeting was held at 10:30 a.m., 13 November 1953, presided over by Colonel White, to discuss and resolve the above mentioned problem. The meeting was attended by the following:

	Andrews	OCD
		OCD
		O&M
25X1A9a		O&M
		O&M
		GSO
		GSO
		DDI
		DDA

2. On 24 September 1953, the matter was discussed with O&M and a survey requested. The survey was made by [REDACTED] of the O&M Staff. A report was prepared and submitted to OCD and GSO for concurrence and/or comment. The report stated the problem was to determine the best method for microfilming, developing, viewing, and printing intelligence documents handled by OCD; to determine the proper physical and organizational location of the required facility; and recommended:

- a. A program proposed by OCD be adopted.
- b. Funds for the initial purchase of additional equipment in the amount of \$15,784 and \$4,500 for alterations be allocated.
- c. The additional equipment be installed in Riverside Stadium.
- d. Conversion be phased as proposed by OCD.
- e. Personnel required for the operation of the system be on the OCD T/O and under OCD supervision.
- f. O&M be required to report conversion progress periodically.

OCD concurred in the report by GSO, but to date had not submitted its formal comments.

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